



Systems Analyst

Department: Information Systems Technology

EEO Code: 22

Class Code: 1334

FLSA: E

Effective: 01/03/1996

GENERAL STATEMENT OF DUTIES:

Under general direction; performs work of considerable difficulty in feasibility studies, analysis, design, program development, testing, documentation, user training and system implementation; supervises project teams of 2-3 members; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Supervises a 2-3 member team, responsible for one large project or complex maintenance of an existing application; assigns work and instructs programming and analysis staff; analyzes needs of users as identified through verbal and written requests; develops short and long range goals as they relate to specific project assignment; programs and analyzes activities to provide programs and reports to meet user requests and objectives for all computer platforms; performs full range of duties including data gathering, analysis, design, coding, testing, debugging, documenting and implementation; researches and solves problems that may occur in new or existing programs; maintains or develops new program code and makes changes to existing program code that is written in various languages; tests program code to ensure its effectiveness and efficiency; generates job control language for execution of programs; implements new and revised programs; provides various technical consultations, directions and training to other staff members; assists in developing standards for analysis, programming and documentation; documents program code in accordance with standards; reviews and studies technical manuals and trade publications; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Comprehensive knowledge of the principles and techniques of systems development, including system analysis, design and programming; of computer equipment characteristics and telecommunications concepts.

Considerable skill in planning, analyzing situations and complex problems, and to recommend and implement approaches and solutions; in communicating effectively, both orally and in writing; in developing and maintaining effective working relationships with internal and external customers.

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's degree in computer science and six years of analysis and programming experience including one year of supervisory experience; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
